

GL Combined Detail Report – New “Output Data File” Option

There is a new GL Combined Detail report file designed to be copied/pasted into Excel, Access or other spreadsheets or databases. The **GLXXX04GG** report file will go to Document Direct but will not print.

IMPORTANT NOTE: The new GLXXX04GG report file should NOT be printed.

While following these steps, if you run into problems exit out of Excel completely and start over again.

STEP 1 - Select the Report Type “Output Data File”

(You may also choose a Sort By option to narrow your selection criteria.)

Custom G/L Reports - GL Combined Detail Report

File Edit View Go Favorites Reports Process Help

G/L Combined Detail Report

Operator ID: DCSMITH
Run Control ID: Darryl

Business Unit:	<input type="text" value="41100"/>	Account Range From:	<input type="text" value="100000"/>	To:	<input type="text" value="104000"/>
Ledger:	<input type="text" value="ACTUALS"/>	Report Type	Sort By		
Budget Year:	<input type="text" value="2002"/>	<input type="radio"/> Voucher/Purchase Order <input type="radio"/> Vendor/Customer Name <input type="radio"/> Check Number <input type="radio"/> Acct, Vendor/Customer <input type="radio"/> Acct, VO/PO w/chartfields <input type="radio"/> SubClass, Acct, Vend/Cust <input checked="" type="radio"/> Output Data File	<input type="radio"/> Report Type Only <input type="radio"/> Prog Code <input type="radio"/> Fund Code <input type="radio"/> Project <input type="radio"/> Project/Org <input type="radio"/> Org <input checked="" type="radio"/> Org/Project <input type="radio"/> SubClass <input type="radio"/> Project/Prog Code		
Fiscal Year:	<input type="text" value="2002"/>	Organization From:	<input type="text" value="4110003001"/>	To:	<input type="text" value="411ZA00"/>
Accounting Period					
From:	<input type="text" value="1"/>	To:	<input type="text" value="2"/>		

FNVLVST G/L Combined Detail Report Update/Display

STEP 2 - Open the GLXXX04GG report file in Document Direct

The special characters in the report will make your data handling easier in the steps to follow. Also, this report file is wider than the other reports. These differences are why you should not print this report file.

[illegible]

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STEP 4 – To paste the report file data from the clipboard

IMPORTANT NOTE: Excel allows a file maximum of about 65,000 rows. It is not recommended to process reports larger than this. For larger reports, please use another software such as Access.

Open Excel - Click in cell A1, Select Edit, Paste

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Print Date: 02/18/2002

Page: 1

PS ID: GL54070X

Acctg Period Range: 1 to 2

Account Range: 100000 to 104000

Src=Acct ~VendCustId~VendCustNm ~RefId1 ~RefLn~Ref2~RefLn3~Description ~RefId2 ~ChNo~Date~Sta~ChDate ~Fund~Org

1	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027224	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
2	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027225	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
3	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027226	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
4	AP~101020~0000000224~INTERNAL REVENUE SERVICE-ATLANTA	-00027234	-99999	1=	0-PS/AP Cash Payments	=	-0000114412~P -07
5	AP~101020~0000000224~INTERNAL REVENUE SERVICE-ATLANTA	-00027235	-99999	1=	0-PS/AP Cash Payments	=	-0000114413~P -07
6	AP~101020~0000000277~THOMAS M REGINA TRUSTEE	-00027236	-99999	1=	0-PS/AP Cash Payments	=	-0000114416~P -07-16
7	AP~101020~0000000514~BROWN, SYLVIA FORD TRUSTEE	-00027237	-99999	1=	0-PS/AP Cash Payments	=	-0000114402~P -07-16
8	AP~101020~0000000536~U S DEPARTMENT OF EDUCATION	-00027238	-99999	1=	0-PS/AP Cash Payments	=	-0000114417~P -07-16
9	AP~101020~0000000551~WASHINGTON STATE SUPPORT REGIS	-00027239	-99999	1=	0-PS/AP Cash Payments	=	-0000114418~P -07
10	AP~101020~0000000557~AMERICAN EQUITY INVESTMENT	-00027240	-99999	1=	0-PS/AP Cash Payments	=	-0000114401~P -07-16
11	AP~101020~0000000654~NGA GEORGIA INSURANCE TRUST	-00027241	-99999	1=	0-PS/AP Cash Payments	=	-0000114414~P -07-16
12	AP~101020~0000000657~STATE EMPLOYEE CREDIT UNION	-00027242	-99999	1=	0-PS/AP Cash Payments	=	-0000114415~P -07-16
13	AP~101020~0000000685~FLEXIBLE BENEFITS PROGRAM	-00027244	-99999	1=	0-PS/AP Cash Payments	=	-0000114409~P -07-16
14	AP~101020~0000000686~GA DEFERRED COMPENSATION PLAN 401K	-00027245	-99999	1=	0-PS/AP Cash Payments	=	-0000114410~P -07-16
15	AP~101020~0000000687~GA DEFERRED COMPENSATION PLAN 457	-00027247	-99999	1=	0-PS/AP Cash Payments	=	-0000114411~P -07-16
16	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027250	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
17	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027251	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
18	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027252	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
19	AP~101020~0000000697~FEDERAL RESERVE BANK OF RICHMOND	-00027254	-99999	1=	0-PS/AP Cash Payments	=	-0000114408~P -07
20	AP~101020~0000000696~CHATHAM COUNTY COURTHOUSE	-00027255	-99999	1=	0-PS/AP Cash Payments	=	-0000114404~P -07
21	AP~101020~0000000738~FAMILY SUPPORT REGISTRY (FSR)	-00027256	-99999	1=	0-PS/AP Cash Payments	=	-0000114407~P -07-16

STEP 5 – Delete everything on the first page except for the column headings and data
(After deleting heading and blank lines your first page should look similar to the following screen print.)

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Print Date: 02/18/2002

Page: 1

PS ID: GL54070X

Acctg Period Range: 1 to 2

Account Range: 100000 to 104000

Src=Acct ~VendCustId~VendCustNm ~RefId1 ~RefLn~Ref2~RefLn3~Description ~RefId2 ~ChNo~Date~Sta~ChDate ~Fund~Org

1	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027224	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
2	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027225	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
3	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027226	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
4	AP~101020~0000000224~INTERNAL REVENUE SERVICE-ATLANTA	-00027234	-99999	1=	0-PS/AP Cash Payments	=	-0000114412~P -07
5	AP~101020~0000000224~INTERNAL REVENUE SERVICE-ATLANTA	-00027235	-99999	1=	0-PS/AP Cash Payments	=	-0000114413~P -07
6	AP~101020~0000000277~THOMAS M REGINA TRUSTEE	-00027236	-99999	1=	0-PS/AP Cash Payments	=	-0000114416~P -07-16
7	AP~101020~0000000514~BROWN, SYLVIA FORD TRUSTEE	-00027237	-99999	1=	0-PS/AP Cash Payments	=	-0000114402~P -07-16
8	AP~101020~0000000536~U S DEPARTMENT OF EDUCATION	-00027238	-99999	1=	0-PS/AP Cash Payments	=	-0000114417~P -07-16
9	AP~101020~0000000551~WASHINGTON STATE SUPPORT REGIS	-00027239	-99999	1=	0-PS/AP Cash Payments	=	-0000114418~P -07
10	AP~101020~0000000557~AMERICAN EQUITY INVESTMENT	-00027240	-99999	1=	0-PS/AP Cash Payments	=	-0000114401~P -07-16
11	AP~101020~0000000654~NGA GEORGIA INSURANCE TRUST	-00027241	-99999	1=	0-PS/AP Cash Payments	=	-0000114414~P -07-16
12	AP~101020~0000000657~STATE EMPLOYEE CREDIT UNION	-00027242	-99999	1=	0-PS/AP Cash Payments	=	-0000114415~P -07-16
13	AP~101020~0000000685~FLEXIBLE BENEFITS PROGRAM	-00027244	-99999	1=	0-PS/AP Cash Payments	=	-0000114409~P -07-16
14	AP~101020~0000000686~GA DEFERRED COMPENSATION PLAN 401K	-00027245	-99999	1=	0-PS/AP Cash Payments	=	-0000114410~P -07-16
15	AP~101020~0000000687~GA DEFERRED COMPENSATION PLAN 457	-00027247	-99999	1=	0-PS/AP Cash Payments	=	-0000114411~P -07-16
16	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027250	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
17	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027251	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
18	AP~101020~0000000690~INTERNAL REVENUE SERVICE-WITHHOLDINGS	-00027252	-99999	1=	0-PS/AP Cash Payments	=	-0007130001~P
19	AP~101020~0000000697~FEDERAL RESERVE BANK OF RICHMOND	-00027254	-99999	1=	0-PS/AP Cash Payments	=	-0000114408~P -07
20	AP~101020~0000000696~CHATHAM COUNTY COURTHOUSE	-00027255	-99999	1=	0-PS/AP Cash Payments	=	-0000114404~P -07
21	AP~101020~0000000738~FAMILY SUPPORT REGISTRY (FSR)	-00027256	-99999	1=	0-PS/AP Cash Payments	=	-0000114407~P -07-16
22	AP~101020~0000000351~CHILD SUPPORT ENFORCEMENT-CHARLESTON WV	-00027257	-99999	1=	0-PS/AP Cash Payments	=	-0000114405
23	AP~101020~0000113730~DCS	-00027258	-99999	1=	0-PS/AP Cash Payments	=	-0000114406~P -07-16-20-E -EE_V
24	AP~101020~0000114261~CHAPTER 13 TRUSTEE-AUGUSTA	-00027259	-99999	1=	0-PS/AP Cash Payments	=	-0000114403~P -07-16
25	AP~101020~0000014389~CITY OF AMERICUS	-00027260	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
26	AP~101020~0000014389~CITY OF AMERICUS	-00027260	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
27	AP~101020~0000014389~CITY OF AMERICUS	-00027260	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
28	AP~101020~0000014389~CITY OF AMERICUS	-00027260	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
29	AP~101020~0000014389~CITY OF AMERICUS	-00027260	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
30	AP~101020~0000014389~CITY OF AMERICUS	-00027260	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
31	AP~101020~0000014389~CITY OF AMERICUS	-00027270	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
32	AP~101020~0000014389~CITY OF AMERICUS	-00027270	-99999	1=	0-PS/AP Cash Payments	=	-0000114457~P -07-17-20-A1
33	AP~101020~0000014411~CITY OF CANTON	-00027271	-99999	1=	0-PS/AP Cash Payments	=	-0000114552~P -07-19-20-A1
34	AP~101020~0000014411~CITY OF CANTON	-00027272	-99999	1=	0-PS/AP Cash Payments	=	-0000114489~P -07-17-20-A1

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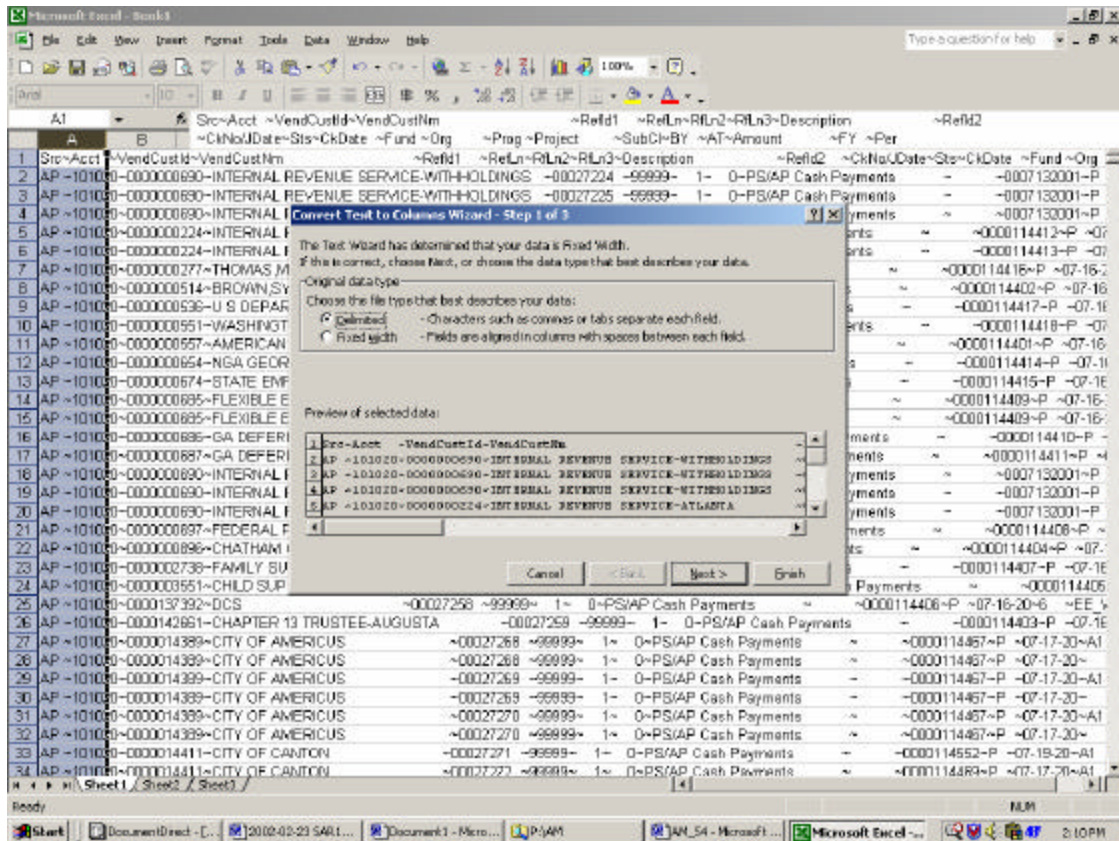
STEP 6 – To choose the file type that best describes your data

All of the data information is currently stored in column “A”.
To continue you will need to move this data into individual columns.

Click: “A” to highlight entire column .

Select: **Data, Text to Columns**. (The Text to Column Wizard popup is displayed.)

Select the **Delimited** radio button - then click: **Next**

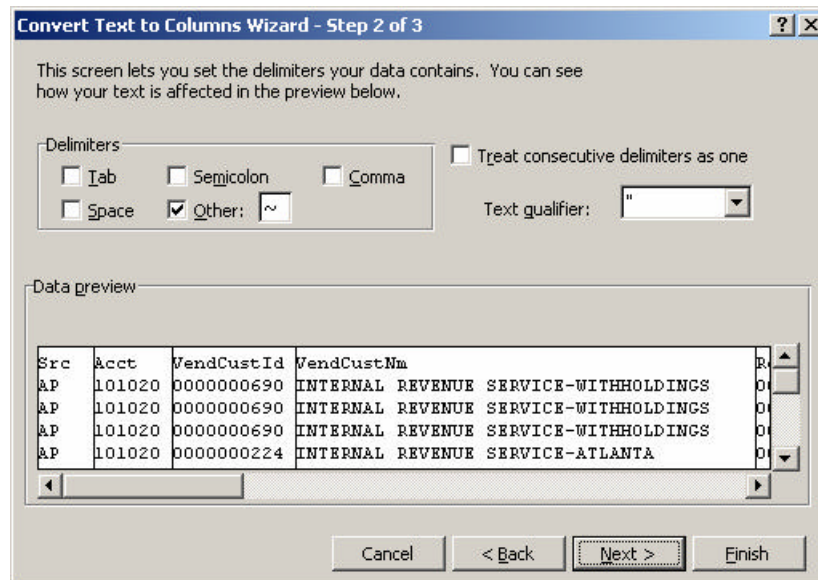


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STEP 7 – To set the report delimiter

Change the delimiter from “Tab” to “other” and enter the tilde sign “~” (see screen print below).

It is necessary to first concentrate on the data in the columns, and then address the column headers. **Scroll through all columns and make changes (if any changes are necessary)** – then click: **Next**



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:

- ☐ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☒ Other: ~

☐ Treat consecutive delimiters as one

Text qualifier: "

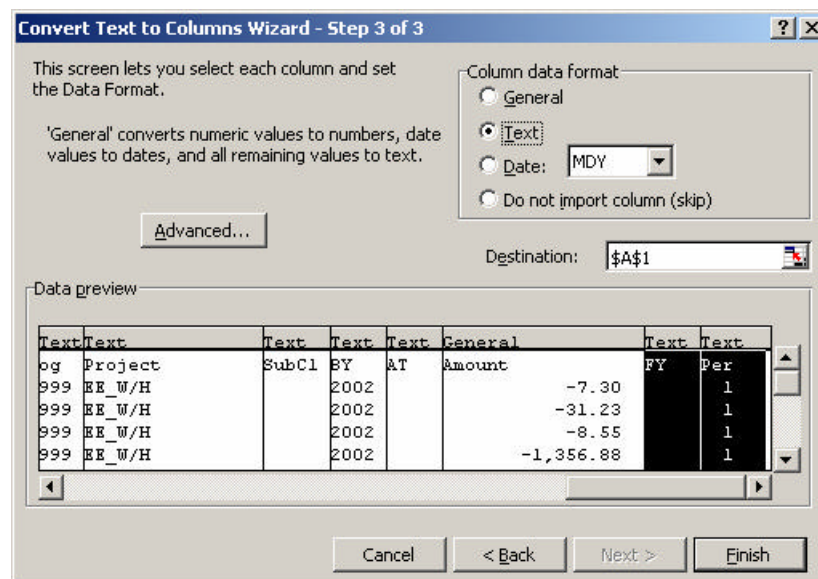
Data preview:

Src	Acct	VendCustId	VendCustNm
AP	101020	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS
AP	101020	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS
AP	101020	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS
AP	101020	0000000224	INTERNAL REVENUE SERVICE-ATLANTA

Buttons: Cancel, < Back, Next >, Finish

STEP 8 – To set the report column data formats

For this report, **click on each column - except the “Amount” column - and change the “Column data format” to “Text”** (see screen print below). The Amount column stays as “General”; (This way your leading zeros on Voucher ID’s, PO ID’s, Check Numbers, etc will remain.) Click: **Finish**



This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format:

- ☐ General
- ☒ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

Destination: \$A\$1

Data preview:

og	Project	SubC1	BY	AT	General	FY	Per
999	EE_W/H		2002		-7.30	1	
999	EE_W/H		2002		-31.23	1	
999	EE_W/H		2002		-8.55	1	
999	EE_W/H		2002		-1,356.88	1	

Buttons: Cancel, < Back, Next >, Finish

GL Combined Detail Report – New “Output Data File” Option

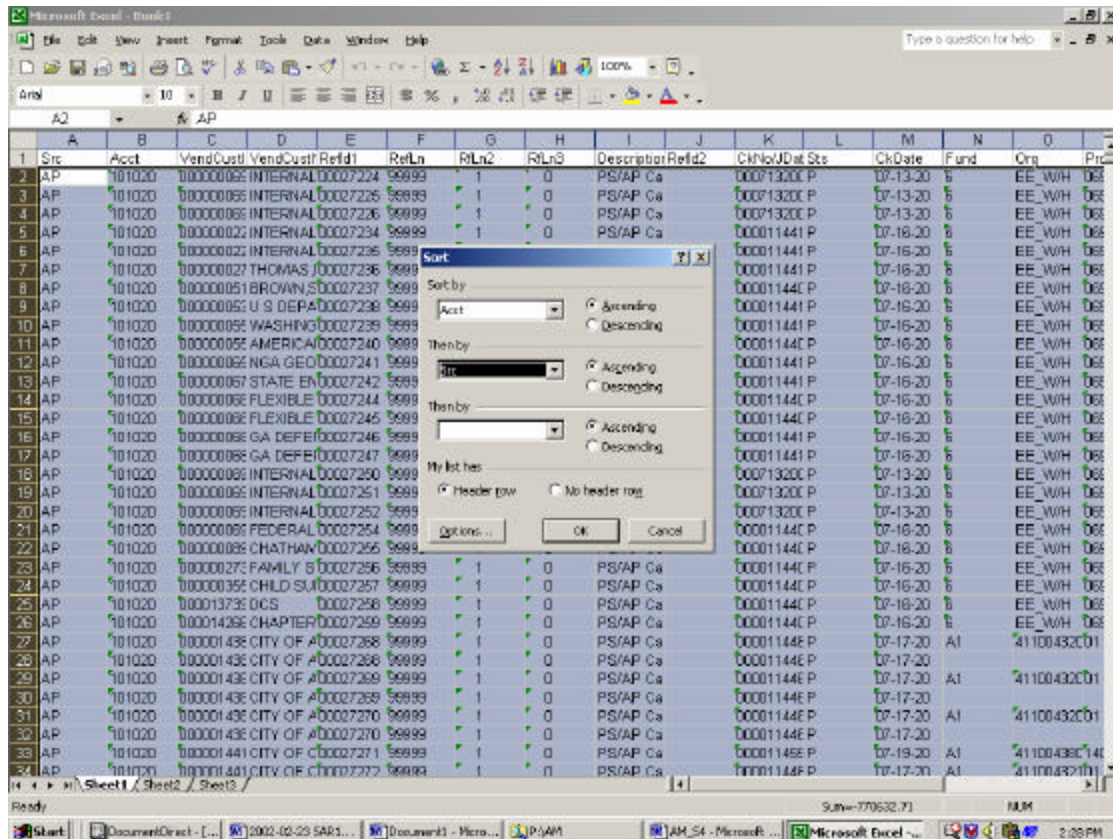
STEP 9 – To sort the data (to remove non-data)
(The non-data sorts to the bottom of the sheet)

Highlight the entire spreadsheet

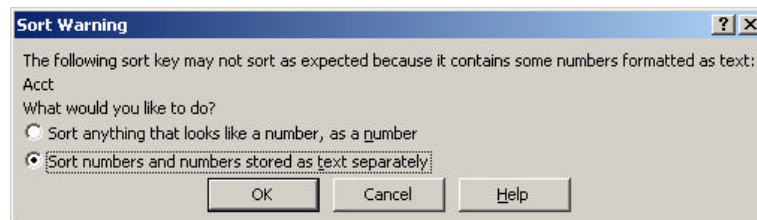
Select: **Data, Sort**

Sort by: **Acct (ascending)** - then by: **Src (ascending)**

Select: My list has: **Header row** (this is important) - then click: **OK**



A warning appears:



Click: **OK**

Once you have sorted the data, the garbage rows (headers, footers, etc.) will be grouped together.

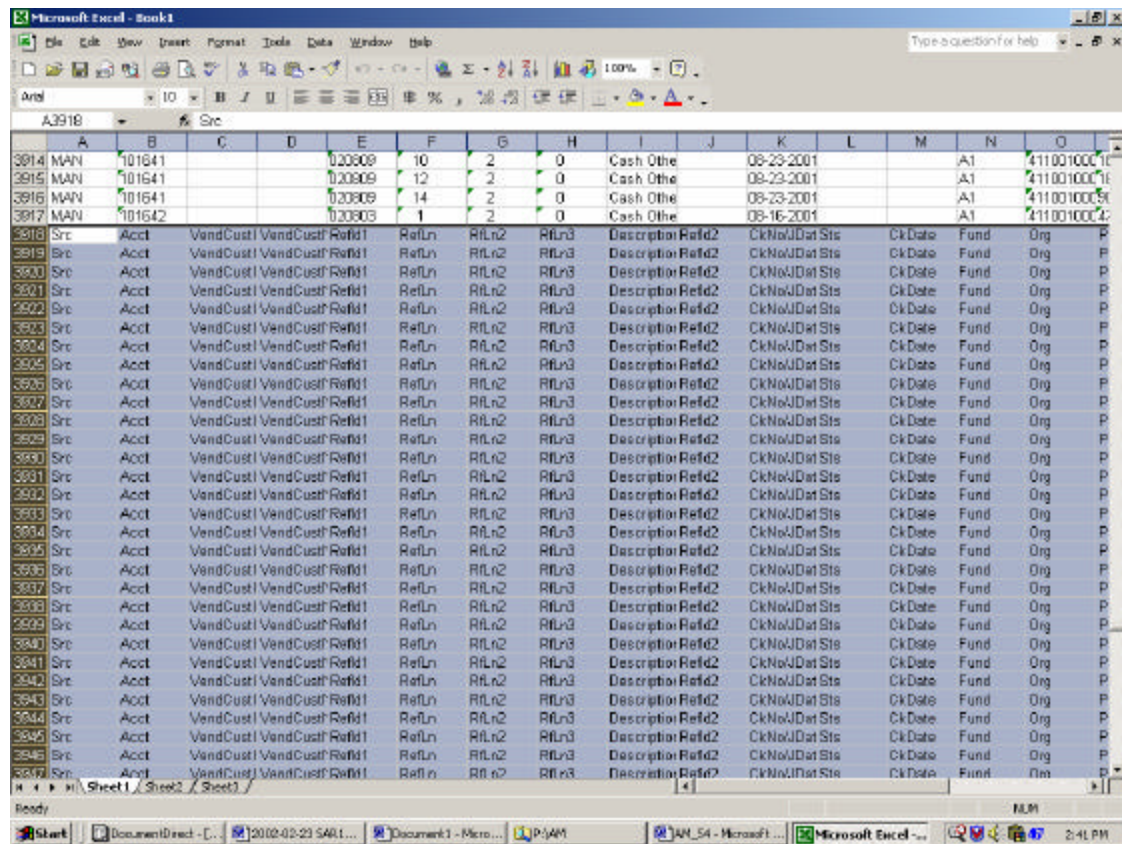
GL Combined Detail Report – New “Output Data File” Option

STEP 10 – To remove non-data

Delete any unwanted rows (There is non-data at the bottom of the file that you will need to delete)

You should now be able to use the tools available in Excel such as filters, sorts, subtotals, pivot tables, etc to further manipulate your data.

NOTE: Although we have described the steps to copy/paste and manipulate report data into Excel, these steps would be very similar in Access.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
3914	MAIN	101641			103909	10	2	0	Cash Other	08-29-2001				A1	4110010001
3915	MAIN	101641			103909	12	2	0	Cash Other	08-29-2001				A1	4110010001
3916	MAIN	101641			103909	14	2	0	Cash Other	08-29-2001				A1	4110010001
3917	MAIN	101642			103903	1	2	0	Cash Other	08-16-2001				A1	4110010004
3918	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3919	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3920	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3921	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3922	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3923	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3924	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3925	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3926	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3927	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3928	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3929	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3930	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3931	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3932	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3933	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3934	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3935	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3936	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3937	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3938	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3939	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3940	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3941	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3942	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3943	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3944	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3945	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3946	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org
3947	Src	Acct	VendCust1	VendCust1	RefId1	RefUn	RefLn2	RefLn3	Description	RefId2	CkNoJDat	Sts	CkDate	Fund	Org

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